



Instructions for Filing Weekly Gaming Tax Return on Taxpayer Access Point (TAP)

Due date:

The weekly return covers Sunday-Saturday and is due by Friday of the following week. When a month's end falls within a week, the weekly return shall be made through the end of the month. A second weekly return will cover the first of the month through the normal Saturday week-end.

Instructions:

Complete the Slot Machine Revenue by selecting **"Slot Machine Revenue-Click Here."**

Enter the number of units for each domination, the total **"Cash and Ticket Drops"**, and the **"Pay Outs"**. Cash and Ticket Drops less Pay Outs equals Gross Revenue.

Complete the Gaming Activities by selecting **"Gaming Activities-Click Here."**

Choose "Add Game". Select the name of the table or card game from the drop-down list. Enter the number of units, the **"Cash and Ticket Drops"** and the **"Payouts."** Cash Ticket Drops less Payouts is the gross revenue.

Complete this process for each card or table game.

If applicable, enter the adjustment amount for negative net revenue from prior week. Enter as a positive number, TAP will deduct this amount from the revenue.

Next, enter the amount for any other adjustments to revenue. Select **"Other Adjustments-Click Here to Attach**

Supporting Documentation" to attach documentation supporting the adjustment amount. Attachments can be Word, Excel, jpeg, or PDF format.

Total Gross Revenue is the gross revenue from slot machines and gaming activities before adjustments are applied. The **Total Gross Revenue Subject to Gaming License Fee** is the revenue less any adjustments.

Select **"Submit"**. Your password serves as your signature. By entering your password you are declaring that the return is true, correct, and complete.

You will receive a confirmation number related to your request to file the return.

Payment:

Select "Schedule a Payment Now" after submitting the return.

If a bank account is not saved to this account, enter the bank account type (checking or savings). Enter the Routing Number and Account Number.

You have the option to save the bank information so that you will not have to re-enter the information when you make the next payment.

The payment date defaults to the current date. You cannot select a past date; however, you have the ability to choose a future date.



Returns and Payments submitted after the due date are late and subject to penalties and interest.

Click **"Submit"**. You are required to enter your password to confirm your payment request.

You will receive a confirmation number along with a summary of the payment request.

Other Payment Options:

✓ **ACH Credit**-If you wish to submit payments by ACH credit through your financial institution, contact us at eftunit@dor.ms.gov and request ACH credit payment instructions.

✓ **Credit Card or E-Check**

You may pay by credit card or electronic check on www.officialpayments.com.

There is an additional fee charged by Official Payments. Mississippi's jurisdiction code is 3400.

OOPS!

If you make a mistake when filing your return or making a payment, you can withdraw the return or payment as long as the request is still pending.

Change of address:

You can change addresses on file with the Department of Revenue through TAP. From the Home screen you may edit the mailing and/or physical address for the business. In the Gaming Tax account, you may add/change the address specific to this account.